



**Electronic Plan Solutions** 

Engineering Plan Submittal Engineering Application Quick Reference Guide Drainage/Paving & Water/Wastewater Engineering City of Dallas, TX





1. Open the following link <u>https://plansubmittal.dallascityhall.com</u> to log in.

Enter your email address, password and press:

| Login   |
|---|
| ProjectDox:   |
| September 12.2018<br>Welcome to the City of Dallas ePlan Portal                                 |
| Login   |
| E-mail: your email address<br>Password: your password   |
| Login<br>Forgot password?   |
| Install ProjectDox Components   |
| You need an account to submit and manage applications. Don't have an account? Create An Account |

- 2. The next window will present three sections:
  - a. Start New Application Request. (Focus of this guide).
  - b. **Status of Existing Projects**. This section provides information about each application submitted and allows the applicant to upload required documents during the application process. You will be entering to this section during this process.
  - c. In Process application requests. Applications that have not been submitted.

| omeProfile   |  |   |   |  | John D  | pe   Admin                      |
|--|--|---|---|--|---|---------------------------------|
| ember 17, 2018<br>ne City of Dallas                                  |  |   |   |  |   |                                 |
| Start New Application Requ   | est A  | ?   | Status of Existing Projects B   |  |   |                                 |
| Building Project App<br>Master Permit Appli<br>Fence, Residential, S | Please select one of the Job types from the drop down list labeled 1<br>glication – Any commercial project<br>cation – How are requesting a parmit for a Backage Generator, Elect<br>winning Pool, Trans. Sociarily System and any gramit Bat is NOT as<br>private. Fammable Lippid, Grading and Paving, Paving (Sidevalka)<br>det Takater Pemir | ical with plan review, Excavation,<br>sociated with a Building Project such | Once an application request has been submitted you an<br>cicking the button below. All your projects can be mar<br>toolset that allows you to perform the required tasks. | able to manage your project, perform t<br>aged from this location. Once you chic | tasks, and upload required files or c<br>& the button you will be navigated | iocuments by<br>to your project |
| Request Type: * Ad   | sendum Application<br>Start My Application Request   |   | •   | lanage My Existing Projects  |   |                                 |
| In Process Application Req   | uests ? C  |   |   | Filter By Application Requ   | est Type: All   | v                               |
| QUEST NUMBER   | REQUEST NAME   | REQUEST TYPE  | STARTED ON  | UPDATED ON   | ACTION  |                                 |
| MMD-859  | Test   | Addendum Application  | 09/06/2018  | 09/06/2018   | 4 🗉 🗙   |                                 |
| MMD-858  | 20180907-Addendum 1500 Marilla St  | Addendum Application  | 09/06/2018  | 09/06/2018   | 4 🗎 X   |                                 |
| 4MD-830  | BichiclinO   | Addendum Application  | 09/05/2018  | 09/05/2018   | 4 🗉 X   |                                 |
| MMD-830  | TEst   | Master Permit Application   | 08/28/2018  | 08/28/2018   | 4 🗉 X   |                                 |
| ASTI-685   |  |   |   |  |   |                                 |



- 3. Start New Application Request section. This section contains three items:
  - a. **Request Type**. Drop down list with nine different types of applications that can be submitted, applications range from (in alphabetical order):
    - Building Project Application
    - Certificate of Occupancy Application
    - Conservation District Application
    - Demolition Application
    - Engineering Review Application
    - Master Permit Application
    - Sign Application
    - Site Plan Application
  - b. **Request name**. Unique descriptive name used to reference the project (application) in the future. Please use a name or address that is consistent with what the owner, developer, surveyor, contractor, etc, will use when referencing this project.
  - c. Start My Application Request. Starts application process.

| Start N | lew Application Re                      | equest   | ? |
|---------|---|--|---|
| 0       | o Start a new Applica                   | tion, Please select one of the Job types from the drop down list labeled 'Request Type"  | ^ |
|         | Building Project                        | Application – Any commercial project   | _ |
|         | Fence, Residentia<br>as Fire Alarm, Fir | <u>oplication</u> - If you are requesting a permit for a Backup Generator, Electrical with plan review, Excavation,<br>II, Swimming Pool, Tent, Security System and any permit that is NOT associated with a Building Project such<br>e Sprinkler, Flammable Liquid, Grading and Paving, Paving (Sidewalks/Drive Approaches, Plumbing,<br>se select "Master Permit". | ~ |
| Α       | Request Type: *                         | Engineering Review Application   |   |
| В       | Request Name: *                         |  |   |
|         |   | C Start My Application Request   |   |

- 4. Start My Application Request. After selecting the Request Type, entering a unique Request Name and pressing Start My Application Request, an application form will open. Depending on the request type, the form will present a group of sections. (*This guide uses a Request Engineering Review Application as the Request Type and Starbucks 2800 Oak Lawn as the request name to illustrate the steps involved during an application submission*).
- 5. **Heading section**. The heading section shows the project request name and request type. Also shows the physical address of the City of Dallas Engineering office.

| September 12,2018<br>Sta                      | arbucks - 2800 Oak Lawn 😢  |  |
|---|--|--|
|   |  | Request Name: Starbucks - 2800 Oak Lawn Edit |
|   | Requ   | Jest Name                                    |
| Request Type ENGIN                            | EERING REVIEW SUBMITTAL APPLICATION  |  |
| City of Dallas Building<br>Inspection address | CITY OF DALLAS<br>320 E. Jefferson Blvd. Room 200 Dallas, TX 75203<br>(214) 948-4205 |  |



6. **Step 1: Applicant**. This section is where the applicant contact information is entered. Note that there is a checkbox "*Select if the logged in user is the Applicant. The Applicant is responsible for uploading files and receiving comments/change marks*". This checkbox is used when the applicant is the individual submitting the application and wants to carry over the information from the account profile. In this example John Doe is the applicant submitting the application and the checkbox is selected to import his information from his account profile.

| Note. Fields with a red asterisk (*) are required. |
|--|
|--|

| - Step 1: Applicant          |   |                          |
|------------------------------|---|--------------------------|
|                              | plicant. The Applicant is responsible for uploading files and receiving | ng comments/changemarks. |
| Applicant First Name *       | John  |                          |
| Applicant Last Name *        | Doe   |                          |
| Applicant Address Line 1 *   | 1500 Marilla St   |                          |
| Applicant Address Line 2     |   |                          |
| Applicant City *             | Dallas  |                          |
| Applicant State *            | TX  |                          |
| Applicant Zip Code *         | 75201   |                          |
| Applicant Zip Code Extension |   |                          |
| Applicant Email Address *    | john.doe@hotmail.com  |                          |
| Applicant Phone Number *     | (214) 999-9999  |                          |



7. **Step 2: Engineering Firm.** This section is where the engineer's contact information is entered. Note that there is a checkbox "*Select if the Applicant is the Engineer*". This checkbox is used when the engineer is the individual submitting the application and wants to carry over the information from the account profile.

| - Step 2 - Engineering Firm               |   |  |
|---|---|--|
| Select if the Applicant is the Engine     | eer.  |  |
| Engineering Firm Name                     | John Doe Engineering                        |  |
| Contact First and Last Name               | John Doe                                    |  |
| Contact Title                             | Engineer                                    |  |
| Contact Email Address                     | john.doe@hotmail.com                        |  |
| Confirm Email Address                     | john.doe@hotmail.com                        |  |
| Contact Phone                             | (214) 999-9999                              |  |
| Contact Phone Extension                   |   |  |
| Engineering Firm Street Address           | 1500 Marilla St.                            |  |
| Engineering Firm Street Address<br>Line 2 | Please enter in this format: 1234 S Main St |  |
| Engineering Firm City                     | ex: Suite 200, Apt 1320, etc.     Dallas    |  |
| Engineering Firm State                    | TX •  |  |
| Engineering Firm Postal Code              | 75201                                       |  |



8. Step 3: Developer (or Owner). This section is where the developer or property owner's contact information is entered. Note that there is a checkbox "Select if the Applicant is the Owner/Developer". This checkbox is used when the developer or property owner is the individual submitting the application and wants to carry over the information from the account profile. In this example John Doe is the property owner submitting the application and the checkbox is selected to import his information from his account profile.

| - Step 3 - Developer (or Owner)               |  |  |
|---|--|--|
| Select if the Applicant is the Owner/         | Developer.   |  |
| Developer (or Owner) First Name *             | John   |  |
| Developer (or Owner) Last Name *              | Doe  |  |
| Developer (or Owner) Email<br>Address *       | john.doe@hotmail.com   |  |
| Confirm Email Address *                       | john.doe@hotmail.com   |  |
| Developer (or Owner) Phone *                  | (214) 999-9999   |  |
| Developer (or Owner) Address *                | 1500 Marilla St.   |  |
| Developer (or Owner) Street<br>Address Line 2 | <ul> <li>Please enter in this format: 1234 S Main St</li> <li>ex: Suite 200, Apt 1320, etc.</li> </ul> |  |
| Developer (or Owner) City *                   | Dallas   |  |
| Developer (or Owner) State *                  | TX   |  |
| Developer (or Owner) Postal Code *            | 75201  |  |

## Note. Fields with a red asterisk (\*) are required.



9. **Step 4: Project Location**. This section is where the property address of the project is entered. Be aware that street number and street name are in separate fields.

| Note. | Fields | with a | red | asterisk | (*) | are | required. |
|-------|--------|--------|-----|----------|-----|-----|-----------|
|-------|--------|--------|-----|----------|-----|-----|-----------|

| - Step 4 - Project Location |  |
|-----------------------------|--|
| Project Street Number *     | 2800   |
|                             | If your project does not have a physical address, please input N/A and provide a description of the location in the Project Location field below |
| Project Street Name *       | Oak Lawn   |
| Project Suite               | If your project does not have a physical address, please input N/A and provide a description of the location in the Project Location field below |
| -                           |  |
| Lot Number *                | 1  |
| Block *                     | If your project does not/will not have a lot/block, please input "N/A  |
| DIOCK                       | Ay9999   |
| Project Location            | Information can be found on your plat or <u>DCAD</u> website. Should be in format Letter/#### (i.e. not addressing block)                        |
|                             | East corner of Oak Lawn Ave & Congress Ave   |
|                             |  |
|                             | Ex: 200 LF East of intersection of X Street & Y Avenue.  |

- 10. **Step 5: Project Details**. This section is where information related to the project is entered. Items vary depending on the project type selection:
  - Paving & Drainage Engineering Review
  - Paving & Drainage Services
  - Water & Wastewater Engineering Review
  - Water & Wastewater Services



| - Step 5 - Project Details |  |
|----------------------------|--|
| Project Type *             | Paving & Drainage Engineering Review    Note: Paving & Drainage Review is a formal engineering plan & contract review submittal (previously referred to as a 311T- project).   |
|                            | Paving & Drainage Services is an Escarpment Review.<br>Water & Wastewater Review is a formal engineering plan & contract review submittal.<br>Water & Wastewater Services includes Availability Letters, Size on Size, Pressure Test and Capacity Test requests.   |
| Project Name *             | Please note that a separate application must be filled out for each discipline that requires Engineering Review  |
| Project Description *      | Maximum character limit of 50.   |
| ,                          |  |
|                            |  |
| DCAD Manage No. 4          | <ul> <li>Please provide critical project information. Examples: Development type (i.e. ## unit Shared Access Development, ## unit MFD, SFD Subdivision, Warehouse, etc)</li> <li>Maximum character limit of 100.</li> </ul>  |
| DCAD Mapsco No *           | Can be located by going to Dallas County Appraisal District and searching for your project site  |
| Plat No *                  | If the project is located in a part of the City of Dallas which is located outside Dallas County, please input "N/A" and provide additional information in the field provided below.   |
|                            | Please provide the most current plat number associated with your project site, even if a replat is not proposed. Plat Number is typically formatted as S###.### or SM##.###. This is proposed plat. If your site is historic and does not have a plat number, please input, "Historic Plat"." If property is not required to be platted per City Code, please input, "Not Required plat. If your site is historic and does not have a plat number, please input, "Historic Plat"." If property is not required to be platted per City Code, please input, "Not Required plat." |
| Plat Name *                |  |
| Additional Notes           |  |
|                            |  |
|                            | Please add any additional design/project information that may benefit your reviewer. (i.e. Floodplain remediation required?, Easement by Separate Instrument Required)?  |

11. **Step 6: Requirements**. This section lets the City reviewer know if the project was discussed with another City engineer who may be more familiar with the project and have some additional background information that may assist with the review. It also spells out the submittal requirements. *"I agree"* must be selected to proceed.

| - Step 6 - Requirements  |   |  |  |
|--|---|--|--|
| Has the paving/draininage layout for this  | project been discussed with engineering staff in a pre-development meeting, over the phone, by email, in an office meeting, with other City departments, etc? |  |  |
|  | Yes 🔹   |  |  |
| With Whom? *   |   |  |  |
| Date *   |   |  |  |
| • ·  | locuments must be submitted as part of the initial submittal:   |  |  |
| 1. Paving and Drainage Plan(s)/Pr  |   |  |  |
| 2. Plat (recorded plat if no proposed plat)  |   |  |  |
| <ol><li>Paving &amp; Drainage Engineering</li></ol>  | Submission Guidelines & Plan Review Check List is filled out and signed. Dallas Engineering Forms   |  |  |
| 4. Plans are in conformance with F   | Plan Format section of the Checklist  |  |  |
| 5. All Paving/Drainage As-Builts obtained used for and referenced in design of plans.  |   |  |  |
| 6. Water/Wastewater Civil plan submitted for reference/verification of possible design conflict (formal review to be conducted in Water/Wastewater application submittal). |   |  |  |
| 7. One (1) set of 24"x 36" Paving/I  | Orainage design drawings on bond paper must be submitted prior to the commencement of the plan review.  |  |  |
| Confirm *  | I agree   |  |  |
|  | Instructions on how to upload your plans and documents will be emailed to you after you submit the application.   |  |  |



12. **Confirmation**. Confirm that design plans are in compliance with City of Dallas codes and requirements. *"I agree"* must be selected to proceed.

| - Confirmation   | INCOMPLETE                             |
|--|--|
| I the undersigned, am the owner of the property or the legally authorized representative for this project and certify that I have read, understand and completed all the requirements set forth in the City's standards, design checklists an designed engineering plans are in compliance with ALL City requirements. I also understand that a separate application and submittal is required for Water/Wastewater Engineering and Paving/Drainage Engineering. | nd this application; and the submitted |
| *  O I Agree   |  |
| You will receive email notifications to guide you through the ePlan review process and notify you of critical tasks. Please check your Spam/Junk mail folders to ensure receipt of these notifications.  |  |

13. **Signature**. Confirm that all information is correct and that you are authorized to submit this application. Expand the Signature box by clicking the "+" sign. The box must be checked to proceed.

| + Signature  |
|--|
|  |
|  |
| - Signature  |
| I hereby declare that I have read and understood the above, and the information contained in this application, attached schedules, attached plans and specifications, and other documentation is true to the best of my knowledge.   |
| I have carefulty read the completed application and how the same is frue and correct and hereby agree that if a nermit is issued all provisions of the city ordinances and state laws will be complet with whether herein specified or<br>not. Lam the owner of the doubter or the duby authorized agent. Permission is hereby granted to enter premises and make all inspection. I also affirm that the email address given above may be used for official communication<br>concerning this application and permit. |
| Applicant: John Doe Signature date:  |

14. **Submit Request**. After finishing entering all required information, proceed with the application submittal by hitting the Save for Later Or Submit Request button.

Save for Later If your projects require Paving/Drainage and Water/Wastewater Engineering reviews, fill out one (1) application, but DO NOT Submit Request. **Select Save for Later.** You can then copy the application in the "In Process Application Requests" on your Home Screen. This allows you to only modify the applicable fields for the other engineering section and saves time in refilling common project information.

Submit Request The system will create the application and assign a request number.

NOTE: You will not be able to access or change anything in the application after being submitted.



15. **Confirmation Message**. The confirmation message will provide information about the submission, including the request number. *IMPORTANT: Annotate this number for future reference.* 

| ojectDo <u>x</u> . |                           |  |
|--------------------|---------------------------|--|
| Home LPro          | file                      |  |
| September 12, 2018 |                           |  |
| Applicatior        | n Request Confirmation    |  |
|                    |                           |  |
| Thank You!         |                           |  |
|                    |                           |  |
| 11                 | John Doe                  |  |
| Request Number:    | 9/12/2018 2:23:15 PM      |  |
| -                  | Starbucks - 2800 Oak Lawn |  |
|                    | _                         |  |
|                    | Print                     |  |
|                    |                           |  |
|                    |                           |  |
|                    |                           |  |

16. This completes the application submission process. The next step is to wait for two emails arriving simultaneously from <a href="mailto:DoNotReply@city.dallastx.cod">DoNotReply@city.dallastx.cod</a>, titled: *Invitation and Applicant Upload Task Assignment.* 

| 1st email  | Applicant Upload Task Assignment 2nd email  |
|--|---|
| Invitation<br>   | Attention John:<br>You have been assigned a task on Project: <b>1809121001</b><br>Please Login to ProjectDox to begin your task.  |
| You have been invited to the project listed below.   | Project: DP19-001   |
| Your Login:     john.doe@hotmal.com       Project Name:     DP19-001       Project Description | Project.       Project.         Task:       Applicant Upload         Project Access       Project Access         Once in ProjectDox, click on Application Upload Task, under the Task List pane, to upload your plans and any additional documents         Contact the City of Dallas at (214)-948-4480 or <a href="mailto:biadmin@dallascityhall.com">biadmin@dallascityhall.com</a> if you have questions regarding this project. |
|  | Please do not reply to this email.  |

17. Refer to document **Engineering Plan Submittal – Manage My Existing Projects** for instructions on how to submit plans and related documents and work through the process workflow until the plans are approved.